Professional Registration System
Advanced Practice Nurse (APN)
Certification Application
HCP User Manual

Version 1.0

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INTRODUCTION

1.1. Overview

The Professional Registration System (PRS) is a common registration system for Healthcare Professionals in Singapore. It supports the Healthcare Professionals (HCP), Human Resources Personnel (HR) and Healthcare Professional Entities (HPE) in the execution of the key business functions of the HPEs, such as professional registration, renewal, disciplinary and continuing professional education.

The PRS is a web-based application that is hosted in the Medinet Hosting Environment.

1.2. Scope

The objective of this document is to provide step-by-step guidelines on the proper usage of the system by Healthcare Professionals to submit applications online to the SNB.

The targeted users of this document shall be the HCPs.

Users of the online application functionalities should have the basic knowledge of using a internet web browser, such as the Internet Explorer (IE), to navigate from one page to another.

The chapters in this manual are organised in a logically functional manner. They may not necessarily reflect the order, which the users would normally adopt to use the system.

The reader of this manual may study its content in any order. He/She may read the specific sections that illustrate the functions being encountered or study the specific section that he/she is interested in.

1.3. Definitions, Acronyms and Abbreviations

This manual uses the following typographic conventions:

- A **'*'** character next to a field indicates a mandatory field.
- **[Button Name]** refers to a button.
  - **[Proceed]** button indicates that the system will be displaying the next web page after the current page.
  - **[Confirm]** button indicates that the system will update or insert records in the database and will display the acknowledgment page.
  - **[Print]** button displays the letter on the browser and the system will update the record in the database.

The following format is used by the PRS system:

- DD/MM/YYYY as a Date Format

The manual uses the following abbreviations

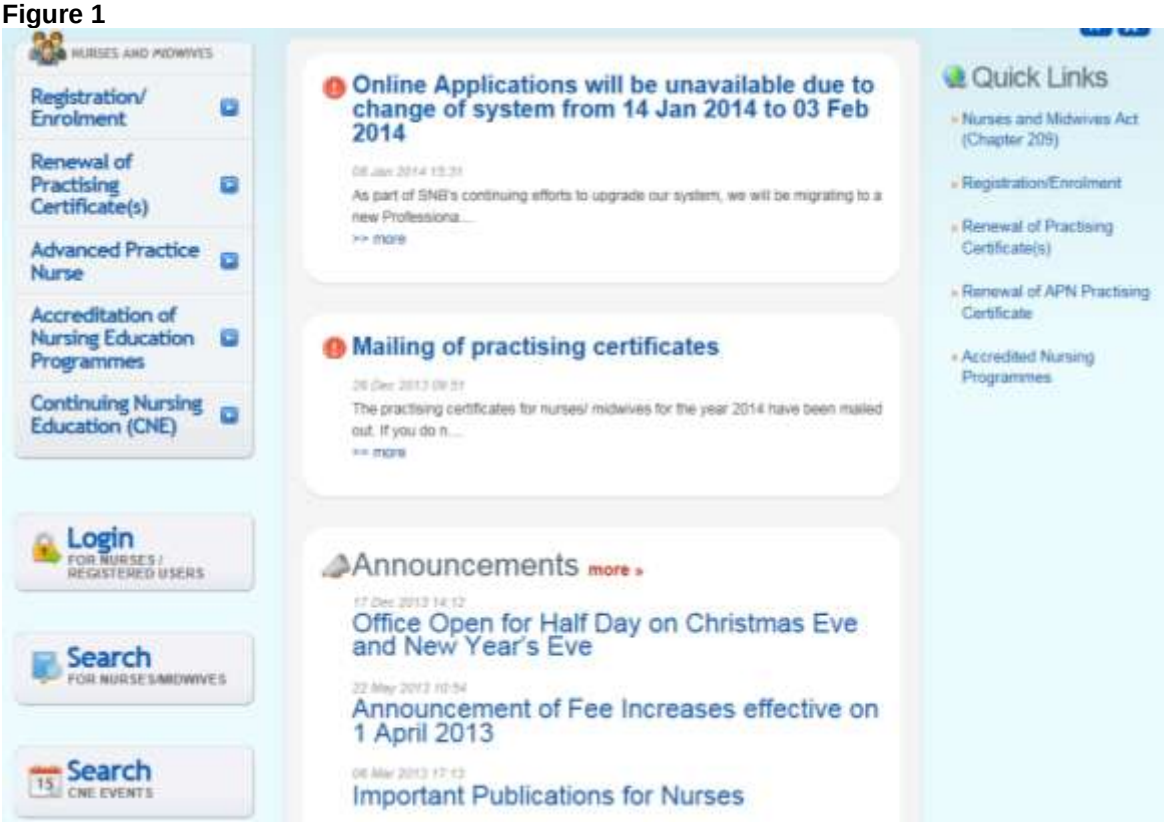
- HCP: Healthcare Professional
- HPE: Healthcare Professional Entity
- IE: Internet Explorer
- PC: Practicing Certificate
- PRS: Professional Registration System
- RC: Registration Certificate
- SNB: Singapore Nursing Board

2. FUNCTIONS

2.1. Login to the PRS

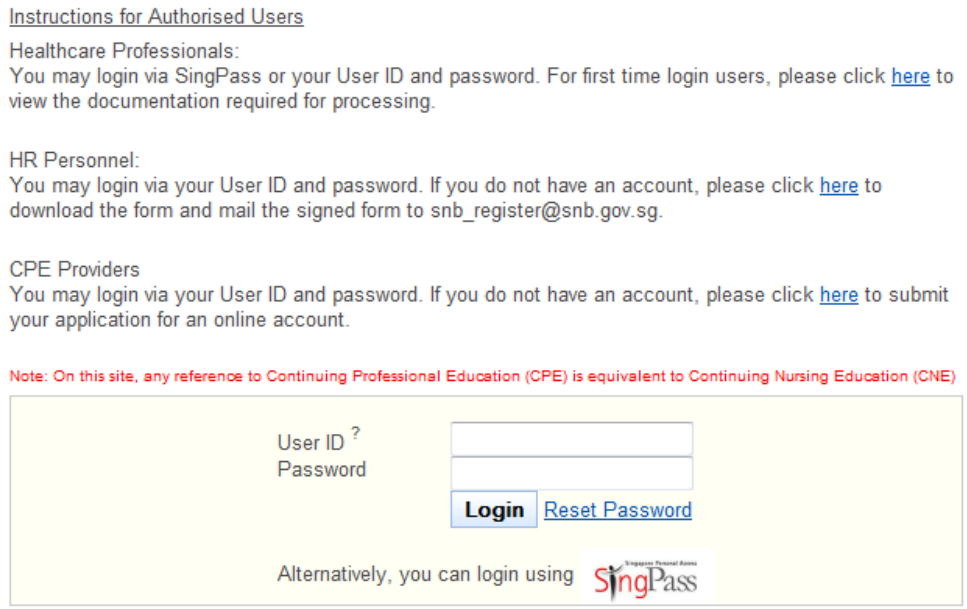
To access the PRS, click on the **[Login]** button on the SNB's website (URL: http://www.snb.gov.sg).

Figure 1


Registration/ Enrolment
Renewal of Practising Certificate(s)
Advanced Practice Nurse
Accreditation of Nursing Education Programmes
Continuing Nursing Education (CNE)
Login
FOR NURSES / REGISTERED USERS
Search
FOR NURSES/MIDWIVES
Search
CNE EVENTS
Online Applications will be unavailable due to change of system from 14 Jan 2014 to 03 Feb 2014
Mailing of practising certificates
Announcements more »
Office Open for Half Day on Christmas Eve and New Year's Eve
Announcement of Fee Increases effective on 1 April 2013
Important Publications for Nurses
Quick Links
Nurses and Midwives Act (Chapter 209)
Registration/Enrolment
Renewal of Practising Certificate(s)
Renewal of APN Practising Certificate
Accredited Nursing Programmes

The PRS Login screen will be displayed as follows.

Figure 2


Instructions for Authorised Users
Healthcare Professionals:
You may login via SingPass or your User ID and password. For first time login users, please click here to view the documentation required for processing.
HR Personnel:
You may login via your User ID and password. If you do not have an account, please click here to download the form and mail the signed form to snb_register@snb.gov.sg.
CPE Providers
You may login via your User ID and password. If you do not have an account, please click here to submit your application for an online account.
Note: On this site, any reference to Continuing Professional Education (CPE) is equivalent to Continuing Nursing Education (CNE)
User ID ?
Password
Login
Reset Password
Alternatively, you can login using SingPass

To login:

- Enter your **User ID**.
- Enter your **Password**.
- Click on the **[Login]** button.

If your login credentials are correct the landing page will be displayed as follows:

Figure 3

2.2. APN Application

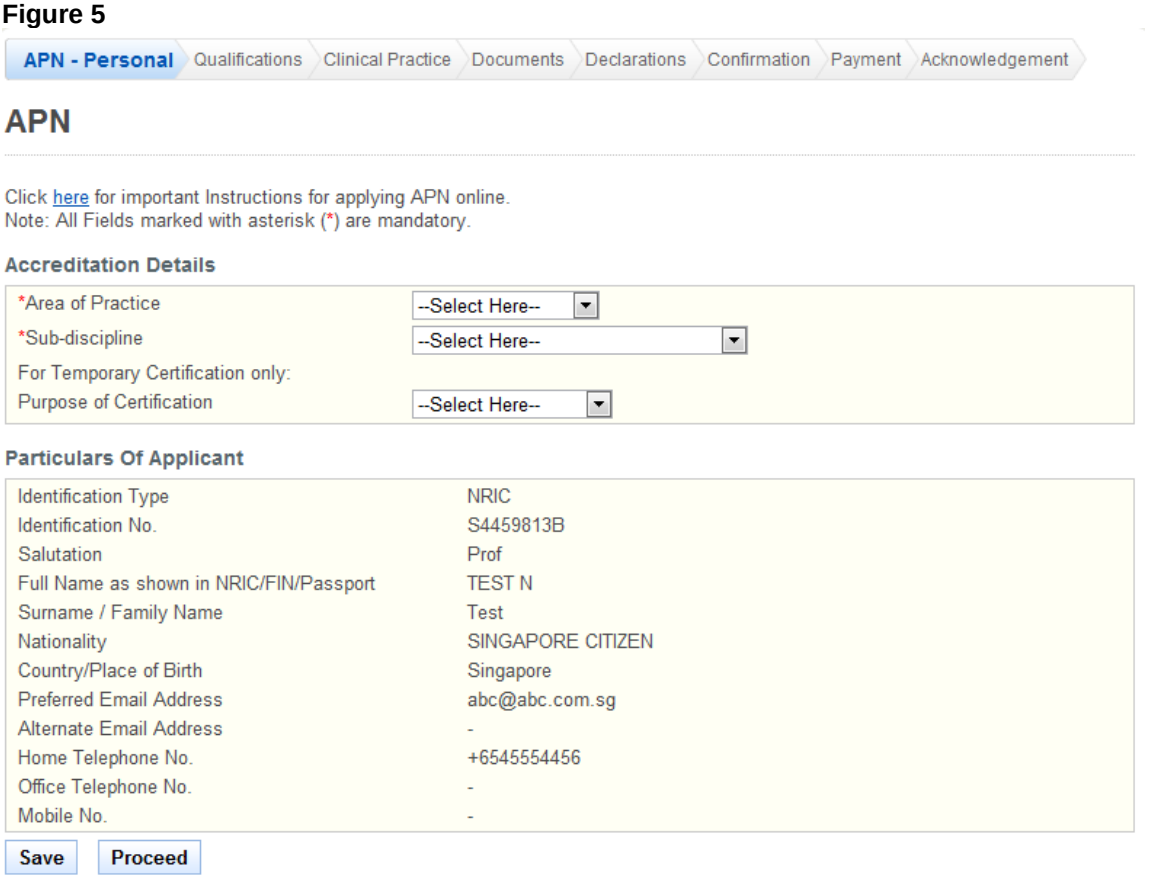
To be certified as an APN, you may submit an APN application by logging into the PRS.

After logging in, click on the **[APN Certification]** link.

Figure 4

The first page of the APN application form will be displayed. The following is an extract.

Figure 5



The APN – Personal page has the following sections:

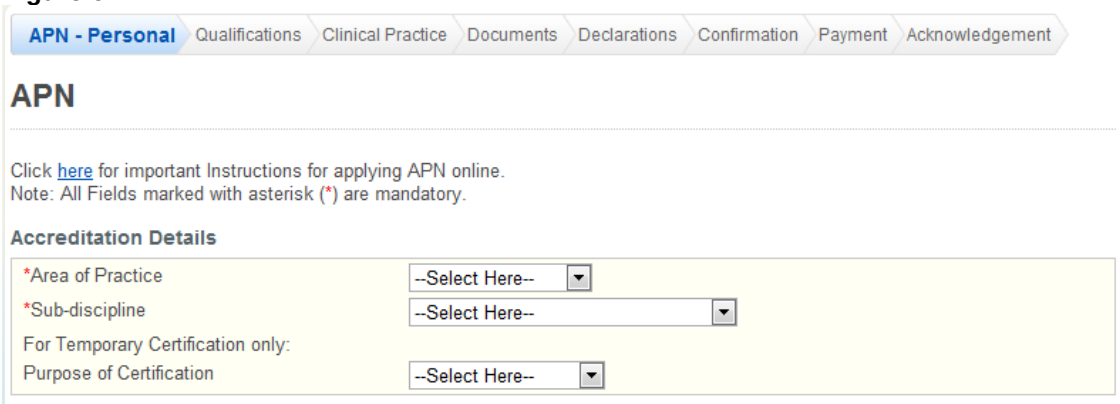
- Accreditation Details
- Particulars of Applicant

Particulars of Applicant will be pre-loaded with the last known information in the system. These sections will be read-only. To make changes, please use the Update Particulars functions. Refer to **Error! Reference source not found. Error! Reference source not found.** for more information.

It is highly recommended that you click on the **[here]** hyperlink to download the instructions before you submit your certification for APN.

In the Accreditation Details, select the Area of Practice and Sub-discipline you want to apply for.

Figure 6

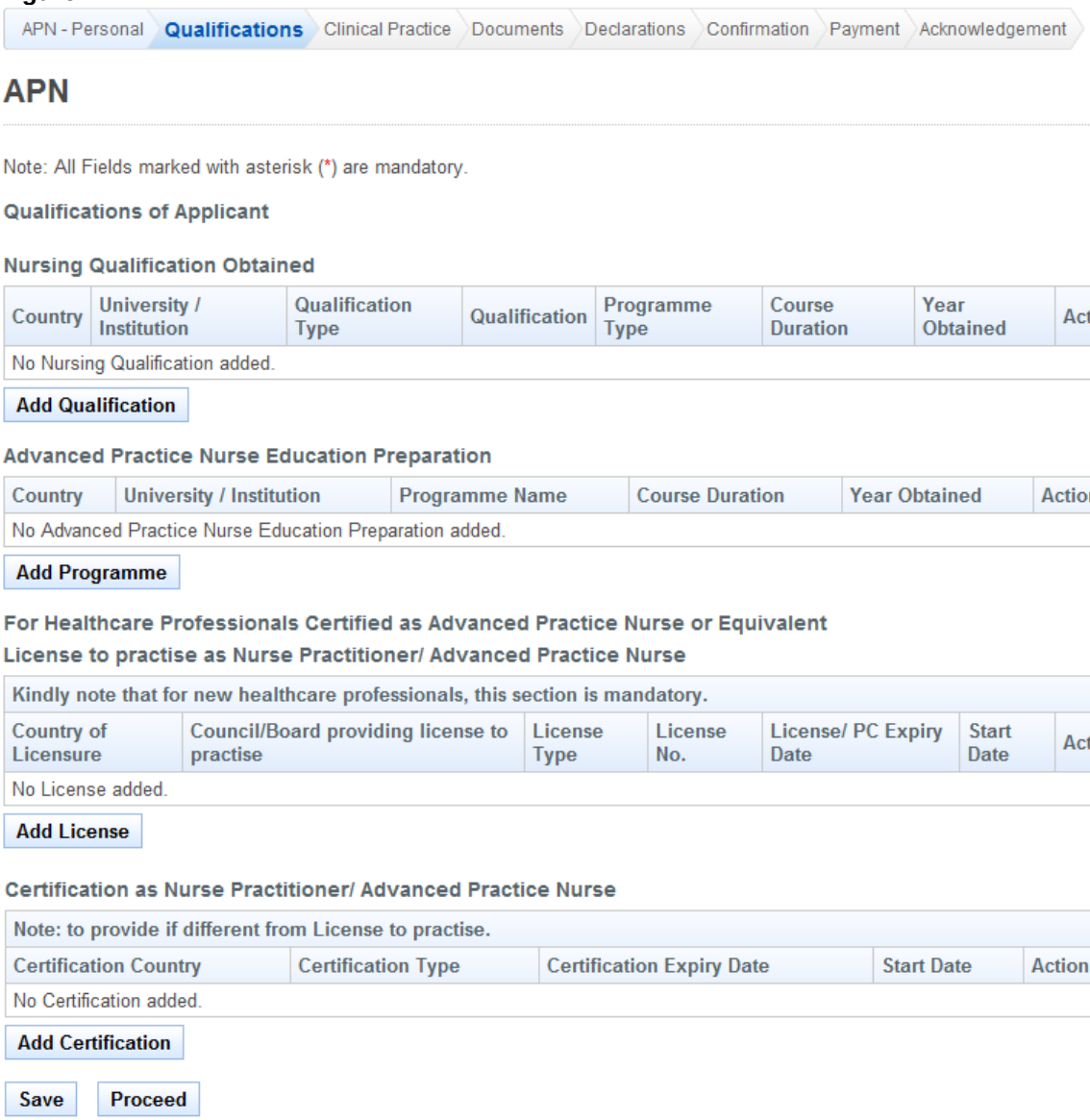


To proceed with the Qualifications page:

- Select **Area of Practice**.
- Select **Sub-discipline**.
- Optional: (For Temporary Certification only) Select **Purpose of Certification**.
- Click on the **[Proceed]** button.

If the inputs pass all the required validation checks, the Qualifications page will be displayed. The following is an extract.

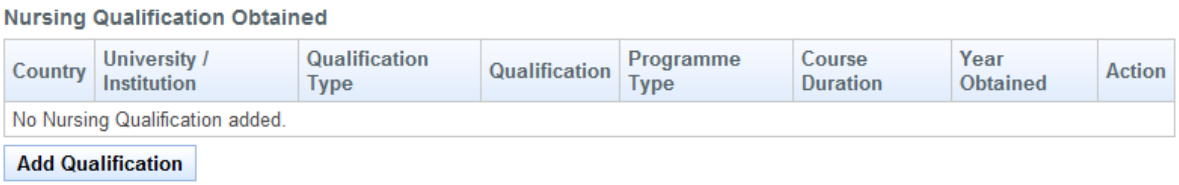
Figure 7



The Qualifications page has the following sections:

- Nursing Qualification Obtained
- Advanced Practice Nurse Education Preparation
- License to practise as Nurse Practitioner/ Advanced Practice Nurse
- Certification as Nurse Practitioner/ Advanced Practice Nurse

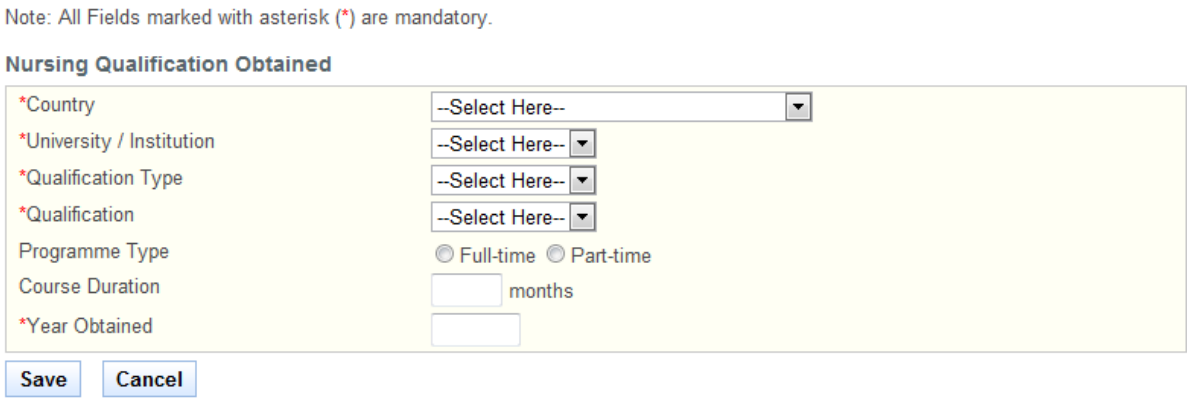
Figure 8



Nursing Qualification Obtained
This section allows you to enter information about any Qualifications that you have obtained that are relevant to your nursing application.

- Click on the **[Add Qualification]** button. A pop-up window will appear.

Figure 9



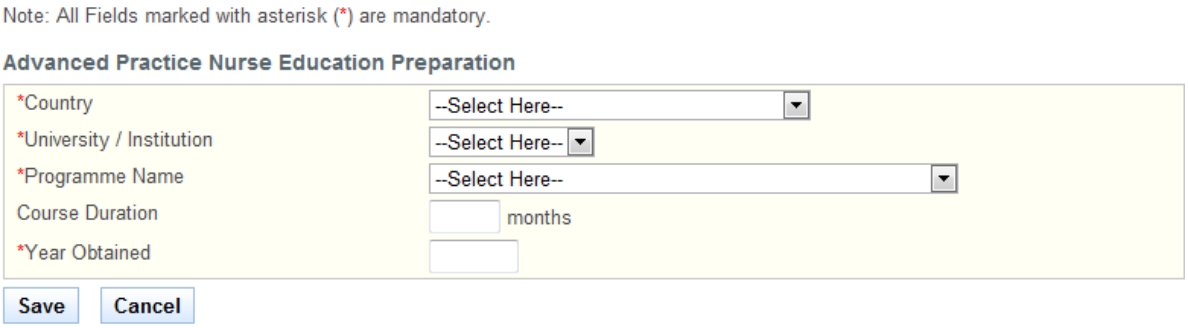
- Select the **Country**.
- Select the **University / Institution**.
  - If others, enter the name of the University / Institution in the text box that appears.
- Select the **Qualification Type**.
- Select the **Qualification**.
  - If others, enter the name of the Qualification in the text box that appears.
- Select the **Programme Type**.
- Enter the **Course Duration**.
- Enter the **Year Obtained**.
- Click on **[Save]** button. If the inputs pass the required validation checks, the pop-up window will close and a record will be added to the table. Click on **[Cancel]** to close the window without saving any changes.
- Tip: To change the details of an added record, click on the respective hyperlink in the University/Institution column.
- Tip: To delete a record, click on the respective **[Delete]** hyperlink.

Figure 10

Advanced Practice Nurse Education Preparation
This section allows you to enter information about any Advanced Practice Nurse Education Preparation Qualifications that you have obtained that are relevant to your APN application.

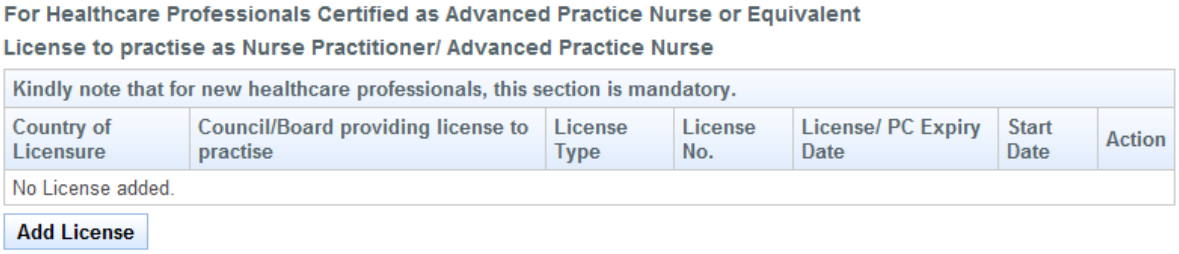
- Click on the **[Add Programme]** button. A pop-up window will appear.

Figure 11



- Select the **Country**.
- Select the **University / Institution**.
  - If others, enter the name of the University / Institution in the text box that appears.
- Select the **Programme Name**.
  - If others, enter the name of the Programme in the text box that appears.
- Enter the **Course Duration**.
- Enter the **Year Obtained**.
- Click on the **[Save]** button. If the inputs pass the required validation checks, the pop-up window will close and a record will be added to the table. Click on **[Cancel]** button to close the window without saving any changes.
- Tip: To change the details of an added record, click on the respective hyperlink in the University/Institution column.
- Tip: To delete a record, click on the respective **[Delete]** hyperlink.

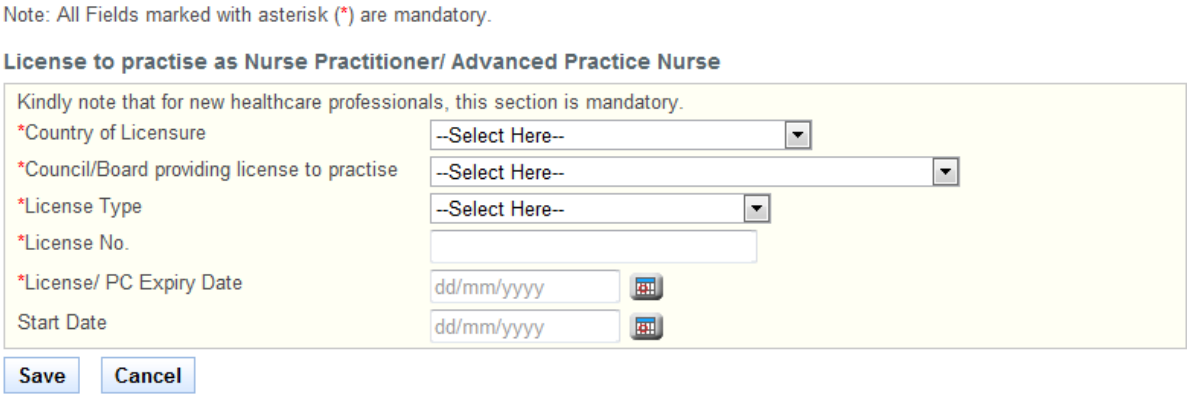
Figure 12


For Healthcare Professionals Certified as Advanced Practice Nurse or Equivalent
License to practise as Nurse Practitioner/ Advanced Practice Nurse
Kindly note that for new healthcare professionals, this section is mandatory.
Country of Licensure
Council/Board providing license to practise
License Type
License No.
License/ PC Expiry Date
Start Date
Action
No License added.
Add License

License to practise as Nurse Practitioner/ Advanced Practice Nurse
This section allows you to enter your licensing information if you have obtained outside Singapore.

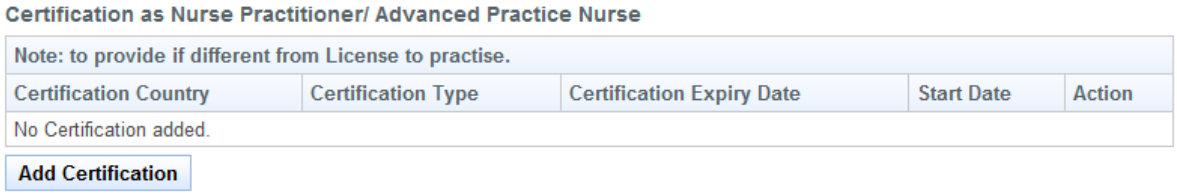
- Click on the **[Add License]** button. A pop-up window will appear. Refer to the following screen.

Figure 13



- Select the **Country of Licensure**.
- Select the **Council/Board providing license to practise**.
- Select the **License Type**.
  - If others, enter the name of the License Type in the text box that appears.
- Enter the **License No**.
- Enter the **License/ PC Expiry Date**.
- Enter the **Start Date**.
- Click on the **[Save]** button. If the inputs pass the required validation checks, the pop-up window will close and a record will be added to the table. Click on **[Cancel]** button to close the window without saving any changes.
- Tip: To change the details of an added record, click on the respective hyperlink in the Course Provider column.
- Tip: To delete a record, click on the respective **[Delete]** hyperlink.

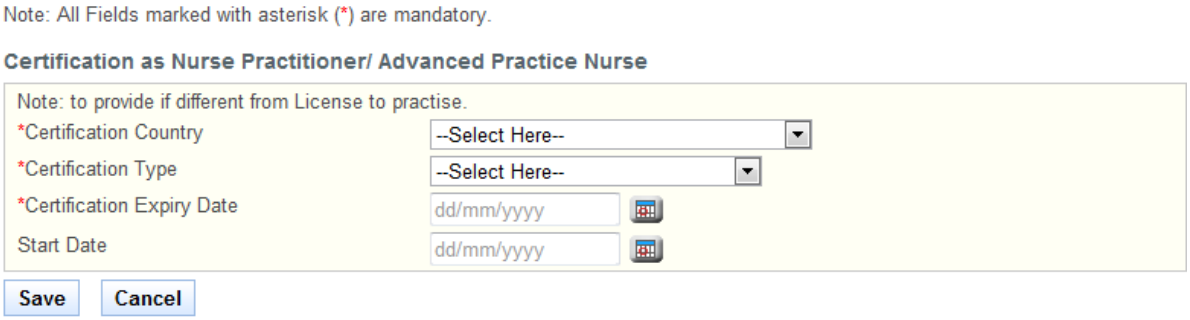
Figure 14



Certification as Nurse Practitioner/ Advanced Practice Nurse
This section allows you to provide information on your certification obtained outside Singapore.

- Click on the **[Add Certification]** button. A pop-up window will appear. Refer to the following screen.

Figure 15



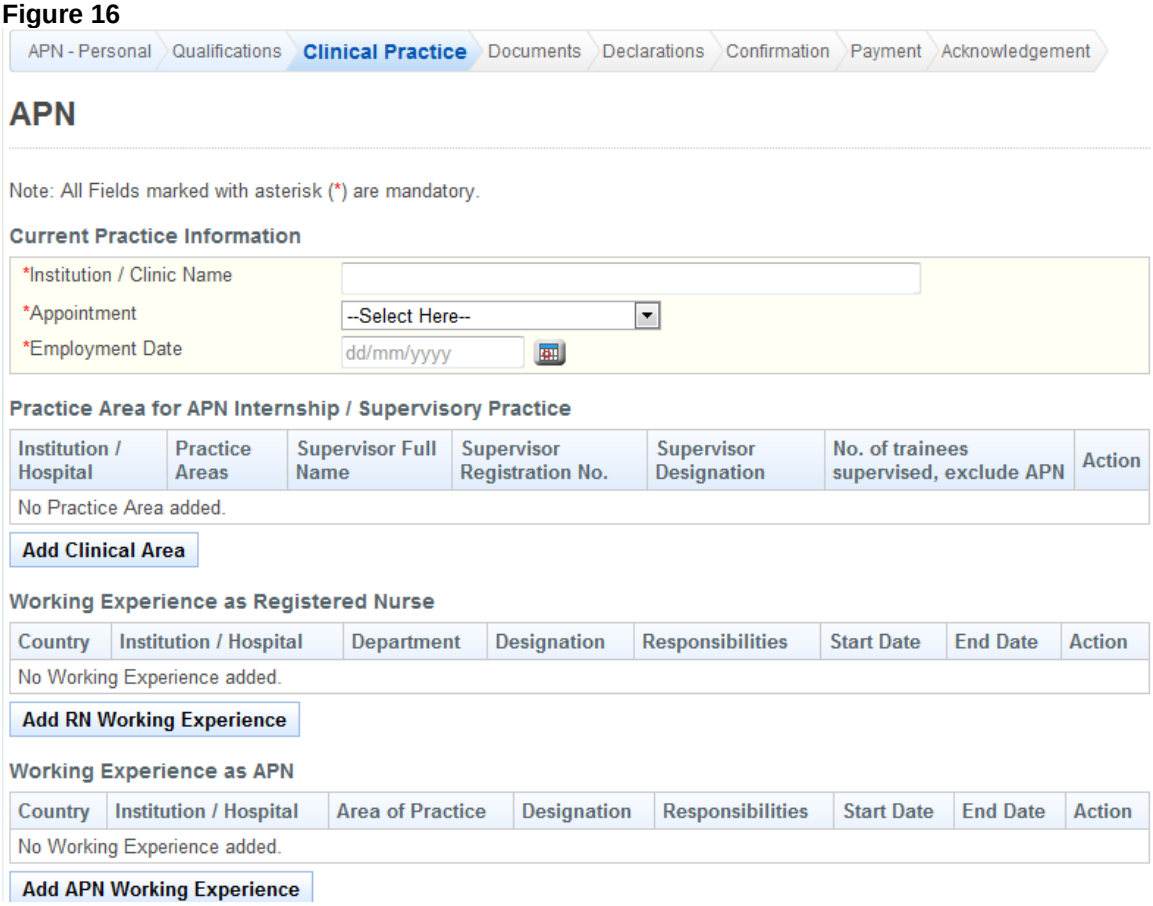
- Select the **Certification Country**.
- Select the **Certification Type**.
  - If others, enter the name of the Certification Type in the text box that appears.
- Enter the **Certification Expiry Date**.
- Enter the **Start Date**.
- Click on the **[Save]** button. If the inputs pass the required validation checks, the pop-up window will close and a record will be added to the table. Click on **[Cancel]** button to close the window without saving any changes.
- Tip: To change the details of an added record, click on the respective hyperlink in the Country column.
- Tip: To delete a record, click on the respective **[Delete]** hyperlink.

To proceed to the Clinical Practice page:

- Tip: You may click on the **[APN - Personal]** link at the top of the page to return to the previous page to make changes, if necessary.
- Click on the **[Save]** button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to **Error! Reference source not found.**17**Error! Reference source not found.** for more information.
- Click on the **[Proceed]** button.

If all inputs pass the validation checks, the Clinical Practice page will be displayed. The following is an extract.

Figure 16



The Clinical Practice page consists of the following sections:

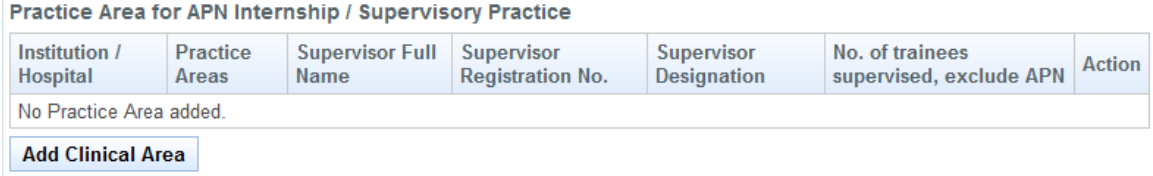
- Current Practice Information
- Practice Area for APN Internship / Supervisory Practice
- Working Experience as Registered Nurse
  Working Experience as APN

Figure 17

Current Practice Information
This section allows you to enter your current practice information.

- Enter the **Institution / Clinic Name**.
- Select the **Appointment**.
  - If others, enter the appointment in the text box that appears.
- Enter the Employment Date.

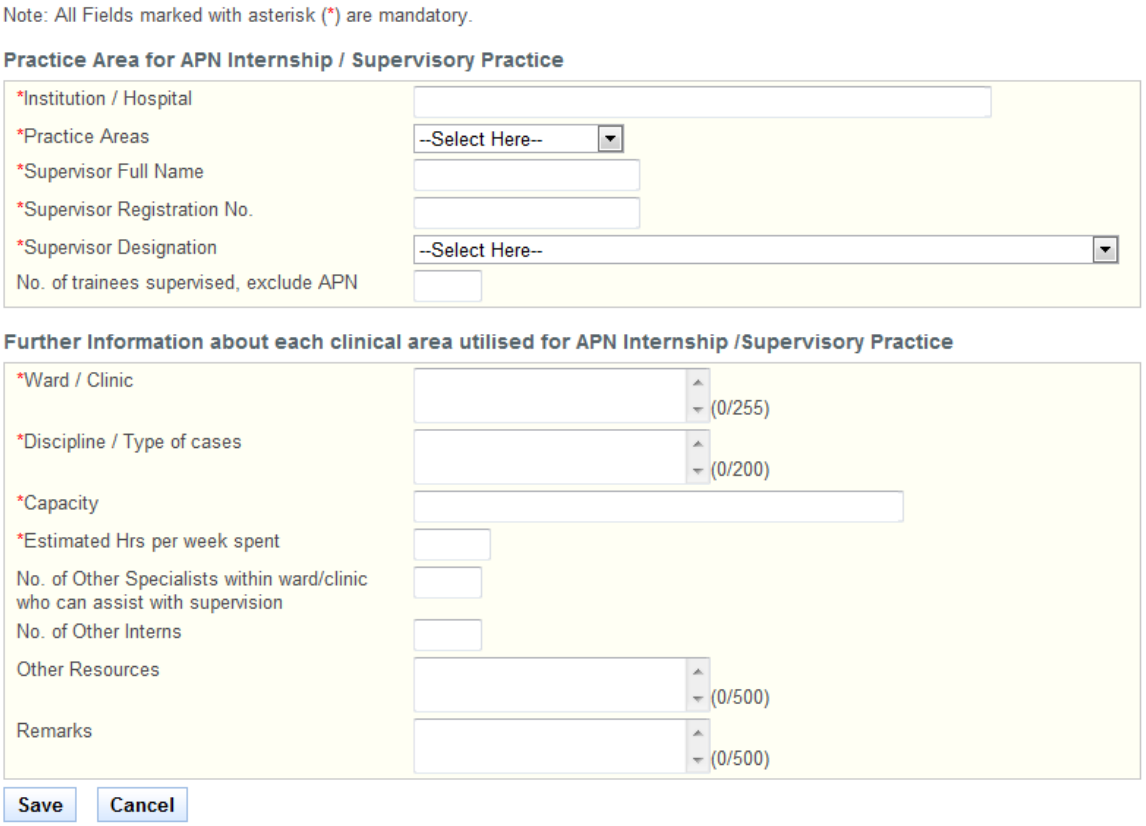
Figure 18



Practice Area for APN Internship / Supervisory Practice
This section allows you to enter information about your internship/ supervisory practice.

- Click on the **[Add Clinical Area]** button. A pop-up window will appear. Refer to the following screen

Figure 19



- Enter the **Institution / Hospital**.
  - If others, enter the Institution / Hospital in the text box that appears.
- Select the **Practice Areas**.
  - If others, enter the Practice Areas in the text box that appears.
- Enter the **Supervisor Full Name**.
- Enter the **Supervisor Registration No**.
- Enter the **Supervisor Designation**.
  - If others, enter the Designation in the text box that appears.
- Optional: Enter the **Number of trainees supervised, exclude APN**.
- Enter the **Ward / Clinic**.
- Enter the **Discipline / Type of cases**.
- Enter the **Capacity**.
- Enter the **Estimated Hrs per week spent**.
- Optional: Enter the **No. of Other Specialists within ward/clinic who can assist with supervision**.
- Optional: Enter the **No. of Other Interns**.
- Optional: Enter the **Other Resources**.
- Optional: Enter the **Remarks**.
- Click on the **[Save]** button. If the inputs pass the required validation checks, the pop-up window will close and a record will be added to the table. Click on **[Cancel]** button to close the window without saving any changes.

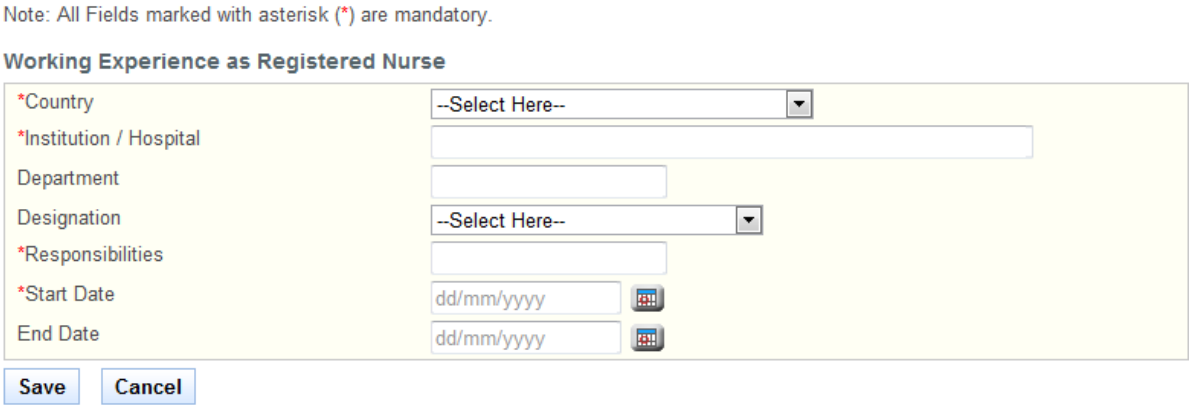
- Tip: To change the details of an added record, click on the respective hyperlink in the Country column.
- Tip: To delete a record, click on the respective **[Delete]** hyperlink.

Figure 20

Working Experience as Registered Nurse
This section allows you to enter information about your working experience as RN.

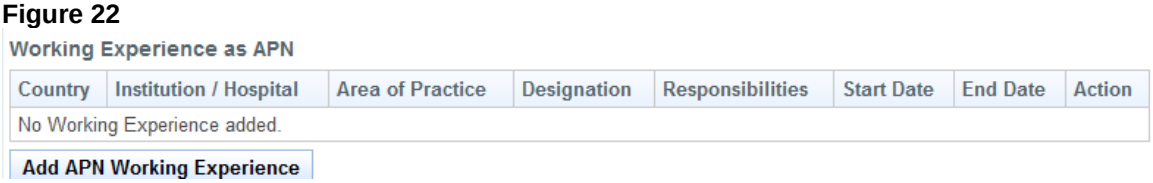
- Click on the [Add RN Working Experience] button. A pop-up window will appear. Refer to the following screen

Figure 21



- Select the **Country**.
- Enter the **Name of Institution/Organisation**.
  - If others, enter the Name of Institution/Organisation in the text box that appears.
- Optional: Enter the **Department**.
- Optional: Select the **Designation**.
  - If others, enter the Designation in the text box that appears.
- Enter the **Responsibilities**.
- Enter the **Start Date**.
- Optional: Enter the **End Date**
- Click on the **[Save]** button. If the inputs pass the required validation checks, the pop-up window will close and a record will be added to the table. Click on **[Cancel]** button to close the window without saving any changes.
- Tip: To change the details of an added record, click on the respective hyperlink in the Country column.
- Tip: To delete a record, click on the respective **[Delete]** hyperlink.

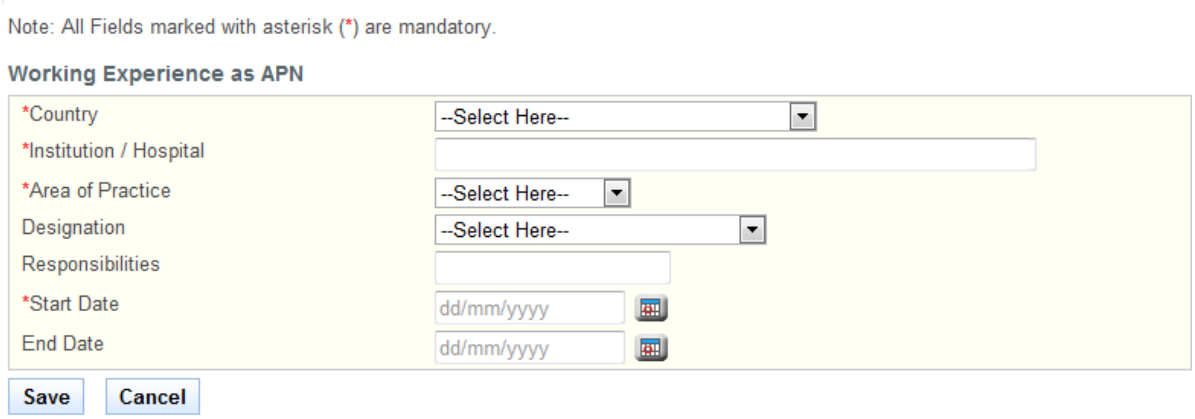
Figure 22



Working Experience as APN
This section allows you to add information about your Working Experience as APN if there is any.

- Click on the [Add APN Working Experience] button. A pop-up window appears. Refer to the following screen.

Figure 23



- Select the **Country**.
- Enter the **Institution / Hospital**.
  - If others, enter the Institution / Hospital in the text box that appears.
- Select the **Area of Practice**.
  - If others, enter the Area of Practice in the text box that appears.
- Optional: Select the **Designation**.
  - If others, enter the Designation in the text box that appears.
- Enter the **Responsibilities**.
- Enter the **Start Date**.
- Optional: Enter the **End Date**.
- Click on the **[Save]** button to save your changes and close the pop-up. If the inputs pass the validation checks, a new record will be added to the table. Click on the **[Cancel]** button to close the pop-up without saving the changes.
- Tip: To delete a record, click on the respective **[Delete]** hyperlink. Please note that pre-loaded records cannot be deleted.

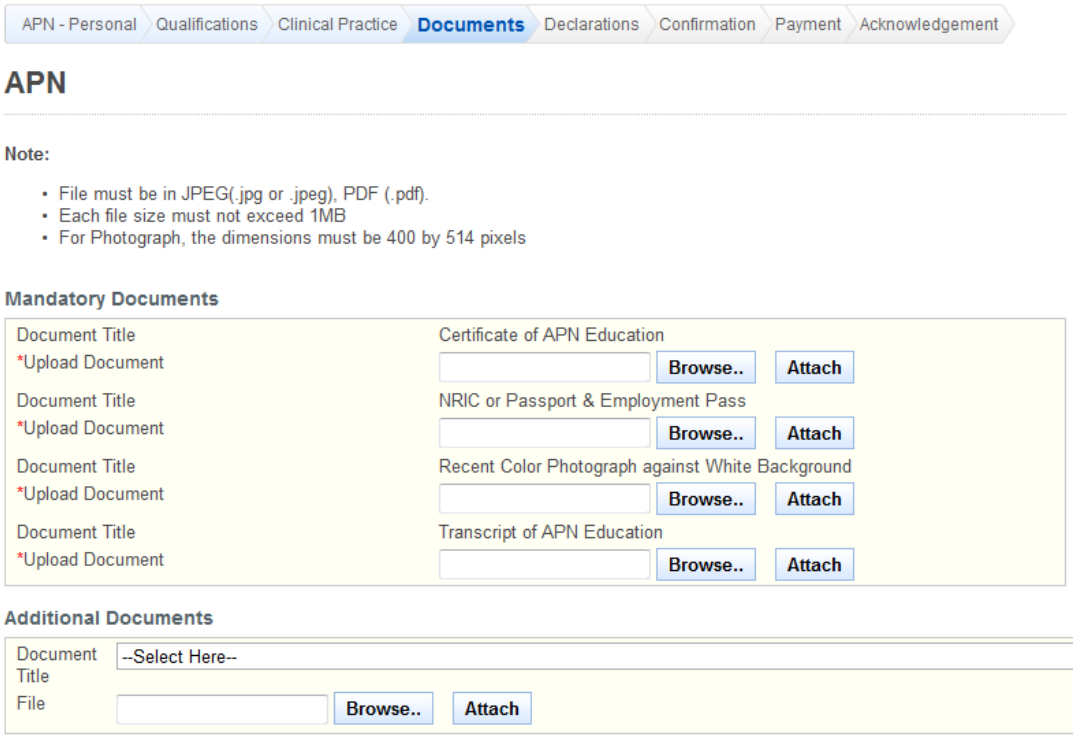
To proceed to the Documents page:

- Tip: You may click on the **[Accreditation - Personal]**, **[Qualifications]** or **[Clinical Practice]** links to return to the previous respective pages to make changes, if necessary.
- Click on the **[Save]** button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to **Error! Reference source not found.**17**Error! Reference source not found.** for more information.
- Click on the **[Proceed]** button to proceed to the next page, Documents.

If the inputs pass all the validation checks, the Documents page will be displayed as follows. All mandatory documents must be uploaded before you will be able to proceed to the next stage. Do note the following restrictions when uploading:

- File must be in JPEG(.jpg or .jpeg) or PDF (.pdf) format.
- Each file size must not exceed 1MB.
- For Photographs, the dimensions must be 400 by 514 pixels.

Figure 24



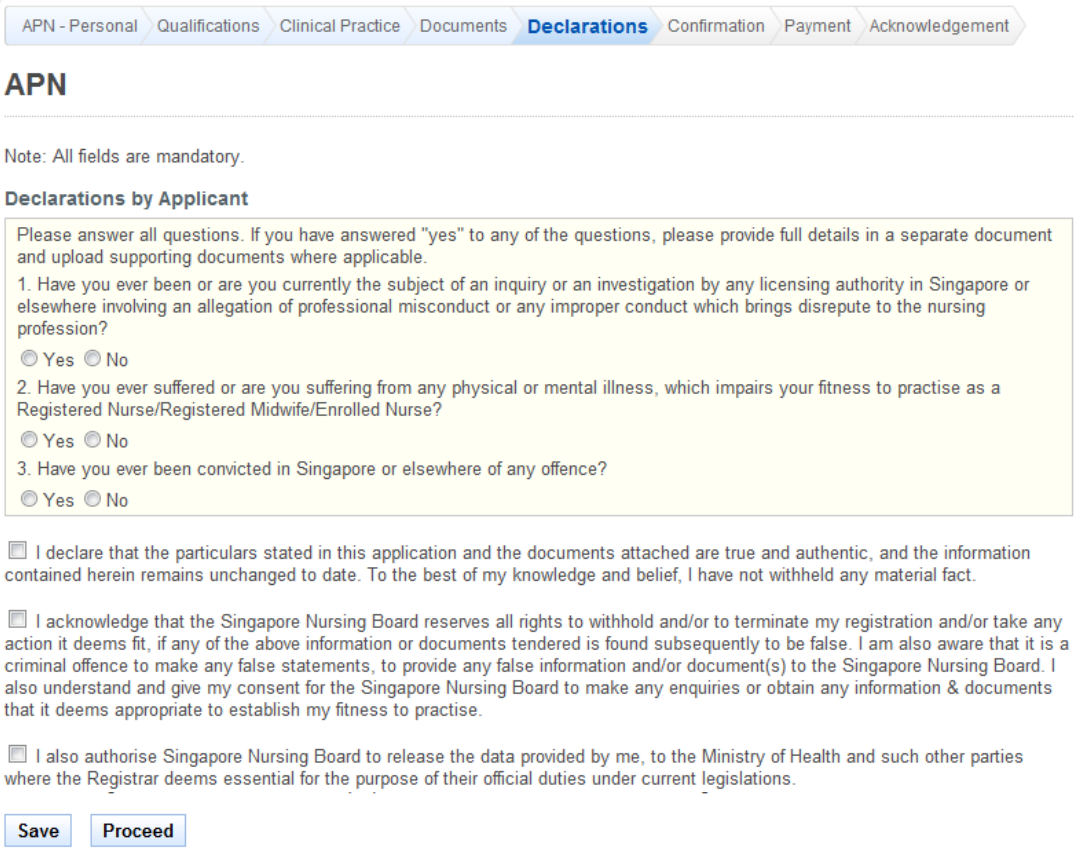
To upload a document

- Click on the **[Browse]** button. A file dialog box will appear to let you select your file.
- Select the file to upload and click on the **[Open]** button. The file dialog box closes.
- Click on the **[Attach]** button. The selected file will be uploaded.
- Tip: Click on the **[Delete]** link if you do not wish to include the uploaded document with your application.
- Tip: Click on the **[Replace]** link if you wish to replace the uploaded document with another. A popup-window will appear. Refer to the following screen.

Figure 25

- Click on the **[Proceed]** button. If all mandatory documents have been uploaded, the Declarations page will be displayed. The following is an extract.

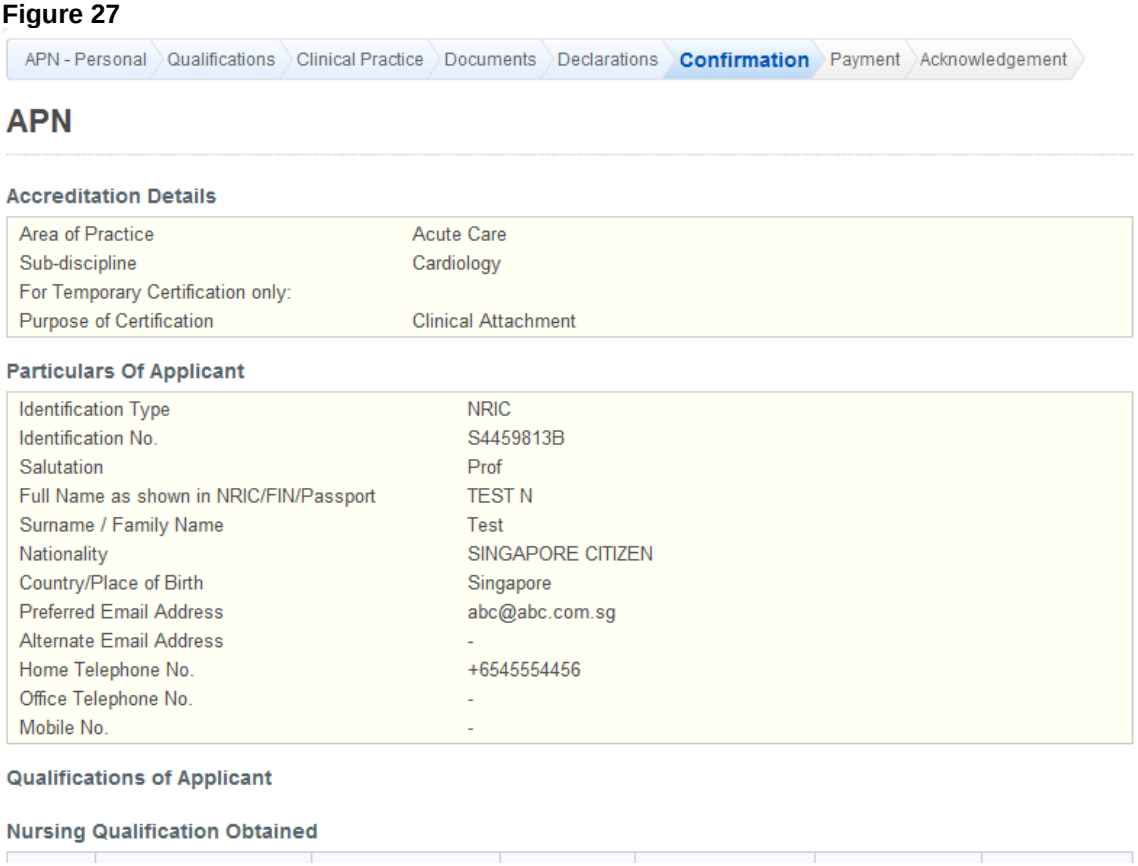
Figure 26


APN - Personal
Qualifications
Clinical Practice
Documents
Declarations
Confirmation
Payment
Acknowledgement
APN
Note: All fields are mandatory.
Declarations by Applicant
Please answer all questions. If you have answered "yes" to any of the questions, please provide full details in a separate document and upload supporting documents where applicable.
1. Have you ever been or are you currently the subject of an inquiry or an investigation by any licensing authority in Singapore or elsewhere involving an allegation of professional misconduct or any improper conduct which brings disrepute to the nursing profession?
Yes No
2. Have you ever suffered or are you suffering from any physical or mental illness, which impairs your fitness to practise as a Registered Nurse/Registered Midwife/Enrolled Nurse?
Yes No
3. Have you ever been convicted in Singapore or elsewhere of any offence?
Yes No
I declare that the particulars stated in this application and the documents attached are true and authentic, and the information contained herein remains unchanged to date. To the best of my knowledge and belief, I have not withheld any material fact.
I acknowledge that the Singapore Nursing Board reserves all rights to withhold and/or to terminate my registration and/or take any action it deems fit, if any of the above information or documents tendered is found subsequently to be false. I am also aware that it is a criminal offence to make any false statements, to provide any false information and/or document(s) to the Singapore Nursing Board. I also understand and give my consent for the Singapore Nursing Board to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise.
I also authorise Singapore Nursing Board to release the data provided by me, to the Ministry of Health and such other parties where the Registrar deems essential for the purpose of their official duties under current legislations.
Save
Proceed

- Indicate your answer for all the questions. If you answer “Yes” to any of the questions, you will be required to provide further details in the text box that appears.
- Tick the checkboxes to make your declarations.
- Tip: You may click on the **[Personal]**, **[Qualifications]**, **[Clinical Practice]** or **[Documents]** links to return to the respective previous page to make changes, if necessary.
- Click on the **[Save]** button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to **Error! Reference source not found.**17**Error! Reference source not found.** for more information.
- Click on the **[Proceed]** button to proceed to the next page, Confirmation.

If the inputs all pass the required validation checks, the confirmation page will be displayed. The Confirmation Page will display all the details that you have entered. The following is an extract.

Figure 27

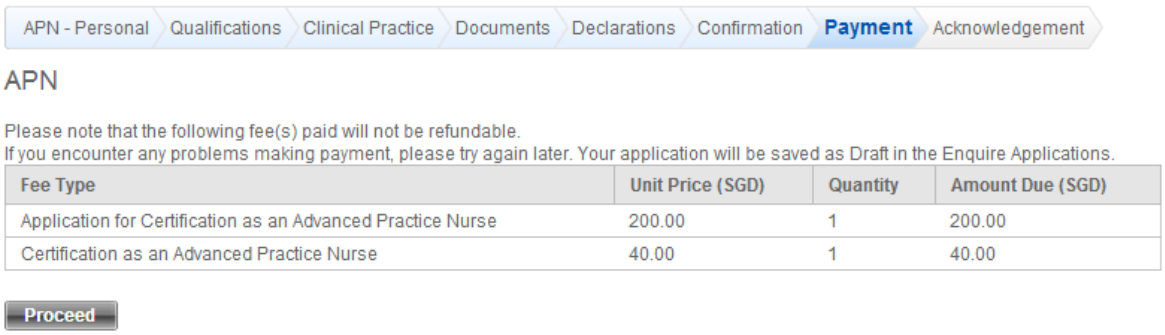


To proceed to the Payment page:

- Tip: You may click on the links at the top to return to the previous pages to make changes, if necessary.
- Click on the **[Confirm]** button.

The Payment page will be displayed as follows.

Figure 28

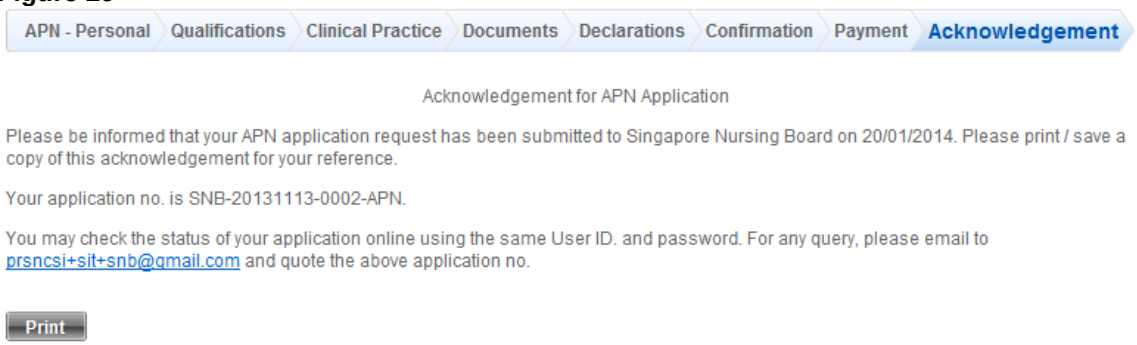


To proceed to make payment:

- Click on the [Proceed] button.

Follow the on-screen instructions to make payment. Please do not close the browser when making payment and click on “Click to complete this transaction” to return to PRS. Once payment has been made, the Acknowledgement page will be displayed.

Figure 29


APN - Personal
Qualifications
Clinical Practice
Documents
Declarations
Confirmation
Payment
Acknowledgement
Acknowledgement for APN Application
Please be informed that your APN application request has been submitted to Singapore Nursing Board on 20/01/2014. Please print / save a copy of this acknowledgement for your reference.
Your application no. is SNB-20131113-0002-APN.
You may check the status of your application online using the same User ID. and password. For any query, please email to prsncsi+sit+snb@gmail.com and quote the above application no.
Print

- Optional: Click on the **[email]** link to email your queries pertaining to the application, if any.
- Recommended: Click on the **[Print]** button to print out a copy of the acknowledgement page.